

SUBJECT: Quarterly Reporting of Vehicle Mileage and Fuel Consumption

(2) Provide the total dollar cost and the number of gallons of fuel reimbursed from imprest funds.

(3) Provide the total dollar cost and the number of gallons of fuel purchased elsewhere via credit cards.

(4) Provide the total amount of gallons received from General Services Administration Motor Pools.

3. To ensure a uniform product and minimize the impact resulting from this request, a reporting format has been designed for your convenience. The objective of collecting this data is to quantify mileage and fuel consumption data and establish the baseline that is necessary for managerial and reporting purposes. The guidelines and format have been structured in a way that allows components to express their analytic data in as consistent a way as possible. This data will also be used to calculate average miles per gallon for the Agency vehicle fleet.

4. In keeping with the spirit and intent of the Presidential directive, each component with officially assigned or leased vehicles is urged to make every effort to reduce mileage by a minimum of 10 percent. In addition, all components are encouraged to maximize the reliance on public transportation and shuttle buses. The Agency has reaffirmed its basic commitment to reduce fuel consumption and shall continue to pursue a vigorous program designed for continual savings in this critical area of fuel conservation. Your total support is essential if this effort is to be successful. Quarterly mileage and fuel consumption reports are to be submitted to the Plans and Programs Staff, OL, Room 2F31, [ ] Building. Please contact this Staff, Extension [ ] on suggestions to simplify or improve these reporting procedures or for additional information.

/s/ James H. McDonald

James H. McDonald  
Director of Logistics

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